

TOWN OF KENSINGTON  
BUILDING PERMIT

PERMIT # \_\_\_\_\_

DATE ISSUED \_\_\_\_\_

FEE PAID \$ \_\_\_\_\_

DEPOSIT PAID \$ \_\_\_\_\_

*Applicant to complete*

LOCATION OF BUILDING OR PREMISES:

HOUSE # \_\_\_\_\_ STREET \_\_\_\_\_

LOT \_\_\_\_\_ BLOCK \_\_\_\_\_

OWNER: NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONTRACTOR: NAME \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

STATE LIC. # \_\_\_\_\_ MONT. CO. LIC # \_\_\_\_\_

TYPE OF PROPOSED WORK: (Check all that apply)

- ☐ NEW BUILDING
- ☐ RETAINING WALL
- ☐ GARAGE
- ☐ ADDITION
- ☐ FENCE
- ☐ SIGN
- ☐ ALTERATION & REPAIR
- ☐ SHED
- ☐ OTHER (specify)
- ☐ RAZE BUILDING
- ☐ AWNING

Filing Requirements

- ☐ A recent house location survey showing all existing and proposed structures.
- ☐ Construction plans and specifications. During erection, alteration or repair of any building or structure, the owner or contractor shall place guards or barriers 5 feet out from the dripline of all trees on site and in the public right of way.
- ☐ Copy of stamped, approved Montgomery County drawings (if required). These drawings will remain on file at the Town of Kensington.
- ☐ Copy of plans that show location of dumpster, portable sanitation facility, delivery zone and parking area.
- ☐ The filing fees for the Town of Kensington Building Permit are listed in the Town Code.
- ☐ Completed Building Permit Application and payment of filing fees.

*The Building Inspector will review the application and accompanying documents and, under most circumstances, will act on the building permit within 5 to 10 working days.*

*In the event the Montgomery County building permit is suspended, revoked or lapsed, the Town permit is automatically suspended, revoked or lapsed.*

*No signs advertising the contractor, architect or other service provider associated with the permitted project shall be posted on the site.*

I hereby certify that I have the authority to make the foregoing application, that the application is correct, that I have read and understood all requirements and that the construction will conform to the regulations of the Town Building Code, and the Montgomery County Zoning Code on the above property.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Historic Area Work Permit required?      Yes \_\_\_      No \_\_\_

GENERAL INFORMATION:

The Town will review this application within five business days. Upon completion of the review, the applicant may be notified of additional requirements such as deposits, bonds, fees insurance, limitations on work, additional plans, etc.

This permit shall become invalid if the authorized work is not started within six months from the date issued, or if the authorized work is suspended for a period of six months after work has commenced, once issued, the permit fee is not refundable.

Any false or misleading information in this application may result in the rejection of this application and/or revocation of the building permit.

Town building permits are revocable at anytime for violations of law or any special condition of the permit.

The building permit must be displayed at the address of work at all times until such work is completed.

The permittee is required to notify and receive proper clearance from all utilities before commencing any underground construction.

The permittee is required to abide by all local noise ordinances at all times.

No dirt or construction debris will be permitted on public streets or sidewalks at any time.

It is prohibited to block sidewalks during construction.

To commence work prior to issuance of a permit is a violation of the law and subject to a fine.

Exact Description of Construction Plans:

Estimated start date \_\_\_\_\_ Estimated completion date \_\_\_\_\_

Estimated cost of work \$\_\_\_\_\_ Montgomery County permit # \_\_\_\_\_

- ☐ Check here if the construction will require the demolition of over fifty (50) percent of any existing structure.

If the project requires a dumpster, applicant must file for a Town Dumpster Permit.

Parking Compliance

Is adequate on-site parking available for the construction crews? Yes \_\_\_\_ No \_\_\_\_

If the answer is no, please provide a plan for parking which minimizes inconvenience to neighboring residents indicating if the property is in a permit parking area.

Will road closings be required due to deliveries, equipment or other reasons? Yes \_\_\_\_ No \_\_\_\_

Responsible Party

Will the residence be occupied during the construction project? Yes \_\_\_\_ No \_\_\_\_

If no, please provide the name, address, business and after-hours phone number for the project manager or the party responsible for the construction site.

For Use By Building Inspector:

Approved with conditions: \_\_\_\_\_

Denied for the following reasons: \_\_\_\_\_

Mayor Approval

Date

Building Inspector

Date